

**ARIZONA PUBLIC SAFETY COMMUNICATIONS COMMISSION**  
**Summary of Minutes**  
**December 11, 2007**

**Voting Members Present:**

David Felix, Deputy Director, Arizona Department of Public Safety (Chairman)  
Marcus Aurelius, Emergency Management  
Michael Brashier, Communications Manager, City of Casa Grande  
Amy Brooks, Captain, Apache Junction Fire Department  
Hal Collett, Sheriff, La Paz County/Arizona Sheriff's Association (**via conference call**)  
Jan Hauk, Past President, Arizona Fire District Association Representative  
Tracy Montgomery, Assistant Chief, Phoenix Police Department  
Leesa Morrison, Director, Arizona Department of Homeland Security  
\*Patrick Quinn, Deputy Chief, Tucson Fire Department (Nominated November 2007 to replace Assistant Chief Ray Allen)  
Kathleen Robinson, Assistant Chief, Tucson Police Department (**via conference call**)  
Danny Sharp, Chief, Oro Valley Police Department  
Dan Wills, Battalion Chief, Sedona Fire District

**Voting Members Absent:**

Ray Allen, Assistant Chief, Tucson Fire Department  
Dora Schriro, Director, Arizona Department of Corrections  
Dewayne Woodie, Fire Chief, Ganado Fire District/EMS  
Mike Worrell, Captain, Phoenix Fire Department

**PSCC Support Office Attendees:**

Curt Knight, Executive Director, Public Safety Communications Commission  
Jeff Miner, Project Manager, Public Safety Communications Commission  
Wayne Kincheloe, Engineer II, Public Safety Communications Commission  
Renee Larson, Administrative Services Officer, Public Safety Communications Commission  
Evelyn Jablonski, Executive Assistant, Public Safety Communications Commission

**Call to Order and Roll Call**

The meeting was called to order at 1:03 p.m. by Chairman David Felix. Roll call was taken by Ms. Evelyn Jablonski as noted above and a quorum was declared present.

**Approval of Regular Session Minutes from November 20, 2007 and November 28, 2007, & Executive Session Minutes of November 20, 2007**

Mr. Curt Knight pointed out there were two draft copies of the November 20, 2007 regular session meeting minutes. The second draft copy of the minutes incorporated suggested changes highlighted in yellow as recommended by Assistant Attorney General Lisa Maxie-Mullins to address the closing and opening from the regular to executive session portion of the meeting. No comments or changes arose pertaining to those suggested edits. Commissioner Dan Wills motioned for the approval of the amended November 20 minutes. Commissioner Danny Sharp seconded and motion passed unanimously.

Chairman Felix requested the commissioners take a brief moment to read the November 20, 2007 executive session minutes before a motion to approve them. No comments or questions arose and Commissioner Wills motioned for their approval. Commissioner Leesa Morrison seconded and the motion passed unanimously. Based on the nature of the executive session minutes, Chairman Felix advised all minutes would be collected by the PSCC Support Office for later destruction. Executive session minutes were collected from the commissioners by Ms. Renee Larson.

Approval of minutes for November 28, 2007 did not take place due to not being completed and were tabled until the next meeting (January 22, 2008).

Chairman Felix reopened agenda item #2 before the close of the meeting pertaining to the meeting minutes. It was questioned if the open meeting law requirement was being met in regards to turnaround time, timeliness, and providing an audio recording of the minutes. Mr. Knight advised per the open meeting law requirements there is a 3-day turnaround time for the minutes and an audio recording could be provided to those requesting it. Assistant Attorney General Lisa Maxie-Mullins confirmed those actions do meet the open meeting law requirements.

Mr. Knight stated Ms. Maxie-Mullins has offered to do a briefing to the Commission after the first of the year as an opportunity to address open meeting law requirements.

### **Review and Discussion of Public Safety Interoperable Communications (PSIC) Grant and Statewide Communications Interoperability Plan (SCIP) After Action**

#### **SCIP Plan and PSIC Investment Justification Filing Deadline**

Mr. Knight reported out of 56 possible applicants 42 took advantage of the federal Department of Homeland Security (DHS) initial draft review and comments opportunity by the September 30, 2007 deadline with all 56 applicants submitting their final SCIP and IJs by the December 3, 2007 deadline.

Mr. Knight advised the National Telecommunications and Information Administration (NTIA) would be conducting a high-level review to ensure the following critical elements were included in the SCIP planning: tribal and non-governmental organization participation, strategic technology reserve compliance direction or waiver, and development of match funding.

#### **Dates for Nationwide Peer Review and Evaluation**

Mr. Knight indicated individual peer reviews of the SCIP began today and will continue through January 22, 2008. During this time, there will be a series of conference calls and three deadlines (January 4, 14, and 22) to be met by the peer review individuals for their submission back to federal DHS of their assigned SCIPs. During the week of February 11-15, 2008, peer review individuals will gather in St. Louis, Missouri to review SCIPs in a collective, collaborative fashion. During the February 16 – March 31, 2008 time frame, NTIA and DHS will take individual peer reviews as well as their own review and provide feedback to applicants requesting refinements if deemed necessary.

Mr. Knight expressed out of 56 SCIP applicants only 50% included a compliance matrix with their plan. Other interesting facts were the size of the SCIP documents varied significantly in total number of pages and appendix inclusions. It was asked if there were any Arizona representatives assigned to the peer review. Mr. Knight indicated he was confirmed as a peer review panelist; however, he was unaware of any others for Arizona. He reported review of your own state and even adjacent states would probably not be allowed.

### **PSCC Guidance on Preparing and Completing an Arizona SCIP Executive Summary and Timeline of SCIP Milestones/Activities**

Mr. Knight reported Mr. Jeff Miner from the Public Safety Communications Commission (PSCC) Support Office has begun the process of identifying specific dates and actions as detailed in the Strategic Initiatives and discussed in detail at the November 28 PSCC meeting. He indicated the need to meet with the Government Information Technology Agency (GITA) and collaborate with them on the same review of those actionable items of which GITA has done a separate review. He has also engaged in conversations with Federal Engineering from a contract support standpoint to see how they can help in compiling this information together.

Mr. Knight advised he has requested Mr. Jim Jertson, Publications Specialist, to begin review and development of an executive summary of the SCIP written from a non-technical standpoint with the understanding of the document being focused toward the elected and appointed public safety executives who would be reviewing it.

Chairman Felix reminded us of the 60-day time frame for completion of the executive summary based on a December 3 start date and February 3 as the deadline. He felt the sooner the executive summary and tactical timeline could be completed the better for those individuals sitting on the committees to be formed and the knowledge of when those committees start and finish.

It was questioned who would be steering the efforts for completion of the executive summary and tactical timeline. Mr. Knight advised PSCC was responsible for both documents; however, GITA had also taken separate steps to “reverse engineer” the fifteen Strategic Initiatives and has developed a document of those actionable items. Commissioner Morrison questioned if GITA’s document was workable and felt the commissioners should review; however, Mr. Knight indicated he had not reviewed yet. He felt certain elements of the committees being formed might need clarification of being an existing or new committee and/or a secondary duty of an existing committee. Mr. Knight advised that he would prepare a list of committees along with a timeline which SCIP requires.

### **Public Safety Communications Commission Conceptual Design Criteria**

#### **Discussion, Review, and Possible Motion on the PSCC’s Architecture for the Long-Term Statewide Interoperable Land Mobile Radio System**

On April 24, 2007, Mr. Knight advised the Commission, on this date, the conceptual design for the statewide solution was approved. He felt the need for discussion of this topic again to explain how current actions taking place with the demonstration project, anticipated actions that will be occurring from the Public Safety Interoperable Communications (PSIC) expected funding

and fiscal year 2009 PSCC budget opportunities tie back to the conceptual design long-term solution.

Mr. Knight reviewed the conceptual design long-term solution as: 1) a 700 MHz trunked environment based on Project 25 standards, 2) strong network connections to regional systems, 3) digital microwave backbone infrastructure, and 4) continued support for the Arizona Interagency Radio System (AIRS) mutual aid approach. In addition to the defined technology, he advised a shared systems approach and the development of the governance aspect was also key to the day-to-day management, operations, and technical parameters to be followed.

Mr. Knight advised of the current demonstration project taking place with the Phoenix/Mesa system and the Yuma Regional Communications System (YRCS) which is taking us down the conceptual design path. The build out of those systems as well as the pending expansion of the Pima County system is another possibility of a shared environment with a regional system. The regional system owned and managed by the Northern Arizona University is another aspect of a system being shared with the Flagstaff Police Department.

Mr. Knight reported a signed Intergovernmental Agreement (IGA) is almost complete with the City of Phoenix to add a remote trunk site at the Department of Public Safety's (DPS) White Tank Mountain site. He reported the same is also being done with the execution of a supplemental IGA with YRCS to achieve the same purpose of expanding the YRCS system by adding a remote trunk site at the DPS Oatman Mountain site.

With the PSIC grant funding expected sometime after March 31, 2008, those monies will be used to fund Initiative 1 (per the PSIC grant guidance document), Modern Regional System Enhancement. Based on assumed funding from federal DHS and NTIA, those funds would be utilized for the City of Phoenix's expansion of 6 additional sites. The same was also being proposed, with PSIC funds, to add 2 additional sites to the YRCS system. Pima County would also benefit from these funds by advancing the deployment of their system sooner than their original schedule.

For the purpose of Initiative 1, Mr. Knight gave the following breakdown of expected and existing funding from several different sources:

- \$13.4 million PSIC funds (Phoenix, Yuma, Pima County, adding subscribers to state agency vehicles, as well as adding other small players, i.e., La Paz County Sheriff's Office, and San Luis and Somerton access to a regional system)
- \$ 2 million PSCC demonstration project
- \$ 4.5 million PSCC expanded demonstration project (Phoenix, Tucson (Pima County), [State Fiscal Year 2009 budget request])

Based on Initiative 2, State Microwave Backbone Infrastructure, the following breakdown of expected and existing funding was reported:

- \$ 2.1 million PSIC funds (DPS, Yuma, La Paz County Sheriff's Office, Flagstaff regional system, City of Nogales, Gila and Pima County), [Augment funds going to microwave project.]
- \$12.4 million State general funds and federal Department of Homeland Security grant monies (Existing funds already being utilized for microwave project.)

Chairman Felix reported while some of these activities were occurring simultaneously with the SCIP he felt the need for Mr. Knight to explain how this tied back to the conceptual design and questioned when the conceptual design was due. Mr. Knight advised it was due in the January 2008 time frame but due to a combination of other priorities arising from the writing of the Project Investment Justification (PIJ), development of the investment justifications (IJ's) and SCIP it would delay the due date by a couple of months. Chairman Felix suggested by the January 22 PSCC meeting that a definitive due date for the conceptual design be set. Mr. Knight advised that was the intent.

Concern was expressed by Commissioner Wills relative to the systems of systems approach as it applies to the non-metro, rural areas of the state and the lack of a state governance structure. He felt perhaps the state needs to be identified as being the other default system and expressed concern of the existing, rural VHF systems being excluded in the overall conceptual design and grant funding by the state. Mr. Knight reemphasized the decision made by the Commission in building strong network connections to existing regional systems not individual systems. He mentioned where PSIC funds were identified to benefit some of those rural areas, i.e., Flagstaff, Gila County, City of Nogales, and La Paz County Sheriff's Office. Mr. Knight addressed perhaps there is a statewide regional system developed by the state that would benefit the several other counties not being served by the existing regional metro systems and suggested at a later meeting that he try and address those concerns for the counties not currently being served.

Commissioner Morrison addressed Commissioner Wills' comments regarding cutting funding to the rural areas. She expressed it was a matter of prioritizing the limited funds the Arizona Department of Homeland Security receives. She also questioned the timeline of the governance piece and how it was being moved. Mr. Knight indicated it would be initiated by the PSCC Support Office; however, based on the SCIP timeline, it was scheduled to begin in early 2008. Chairman Felix had also requested in an earlier meeting that the governance structure be started before the end of the calendar year and/or by early 2008.

Commissioner Morrison made a request to the PSCC Support Office for a draft submission of an executive summary and tactical timeline to GITA and the Arizona Department of Homeland Security by January 3, 2008 for their review and input. If received by the January 3, 2008 date, she felt a final of these two documents could be ready for the Commission's review by the January 22, 2008 PSCC meeting. Mr. Knight agreed and stated January 3 was workable.

Based on the concerns raised by Commissioner Wills, Chairman Felix questioned if the purpose of Federal Engineering (FE) was to address the conceptual design of a state system and migration plan issues statewide for those agencies not able to join the larger state system. Mr. Knight agreed it was and stated he would ask FE to do a presentation at our January 22 meeting to discuss these concerns in further detail. Commissioner Wills clarified the issue of not being a

matter of lacking financial ability but more an issue of the spectrum and technology not serving the needs of the rural areas. Commissioner Morrison questioned if PSCC would know by the January 22 meeting the completion date of the conceptual design. Mr. Knight stated we would. No other comments or questions arose.

**Date, Time and Location of Next Meeting**

January 22, 2008, 1:00 pm  
City of Peoria Municipal Complex  
(Council Chambers Building)  
8401 West Monroe Street  
Peoria, Arizona

**Call to the Public**

No comments or questions arose.

**Recommendations for Future Meetings**

No comments or questions arose.

**Adjournment**

Chairman Felix called for a motion to adjourn. Commissioner Sharp moved to adjourn with a second motion made by Commissioner Wills. Motion carried unanimously. Meeting adjourned at 2:04 pm.